

FOUNDATION YEAR 2 – FLOW CHART FOR END OF YEAR SIGN OFF FOR SUCCESSFUL COMPLETION OF THE F2. – 2008/2009

Steps – Note the deadline dates.

- 1. F2 doctor** – Arrange a meeting with their Educational supervisor PRIOR to **30th May 2009**. In the meantime ensure the required items/criteria are in place in the portfolio and prior to meeting with the educational supervisor – SEE THE SIGN OFF CHECKLIST

- 2. F2 doctor** to meet with the educational Supervisor who will complete and sign the F2 Checklist of Evidence PRIOR to the completion of the Foundation Achievement of Competence document (5.2)– **by 30th May 2009**

- 3. Educational Supervisor** – to check through the portfolio and ensure that all the items required by the checklist are in place and satisfied competence is evidenced- if they are not then the ES to return the check list to the F2 indicating missing items for the F2 doctor to reconsider and return in time for the Educational Supervisor to sign off for the deadline of **30th May**. See instructions on the form if competence cannot be demonstrated – the Educational Supervisor to contact the Foundation Programme Training Director if the F2 doctor cannot be signed off at this stage.

Note - that the deadlines will not be extended if the portfolio is not completed.

- 4. Educational Supervisor** to return the completed Check List Form to the F2 doctor by **30th May 2009**

- 5. F2 doctor** is advised to bring the following forms to Medical Education Manager/FP Administrator by **30th May 2009**.
 - Completed- Check List Form
 - Completed -5.2 form

- 6. Foundation Programme Director** to review forms and sign off the Foundation Achievement of Competence document (5.2) - **Week beginning 1st June 2009**.

- 7. Medical Education Manager** to arrange for the completed forms to be sent to the NETFS for processing before **19th June 2009**.

- 8. NETFS** to return the processed forms to the Medical Education Manager by **24th July** to be passed on to the FP1 doctor.

- 9. F2 doctor** to collect the completed 5.1 from the Education Centre before leaving the Trust.
